

CONTINUING EDUCATION AUDIT GUIDELINES

The California Board of Chiropractic Examiners (Board) appreciates your willingness to assist in monitoring and reporting on the quality and effectiveness of Board-approved continuing education courses/seminars.

Each course approved by the Board shall be limited to the following subject areas:

- Philosophy of chiropractic, including the historical development of chiropractic as an art and science and health care approach; the vertebral subluxation complex and somato-visceral reflexes including their relationships between disease and health; and other chiropractic theory and philosophy.
- Instruction in basic sciences of anatomy, histology, neurology, physiology, nutrition, pathology, biochemistry or toxicology.
- Instruction in various basic to comprehensive history taking and physical examination procedures, including but not limited to orthopedic, neurological and general diagnosis related to evaluation of the neuro-musculoskeletal systems, and includes general diagnosis and differential diagnosis of all conditions that affect the human body.
- Diagnostic testing procedures, interpretation and technologies that aid in differential diagnosis of all conditions that affect the human body.
- Chiropractic adjustive techniques or chiropractic manipulation techniques.
- Pain management theory, including, but not limited to, current trends in treatment and instruction in the physiology and anatomy of acute, sub-acute and chronic pain.
- Physiotherapy.
- Instruction in Manipulation Under Anesthesia including the safe handling of patients under anesthesia.
- Instruction in the aspects of special population care, including, but not limited to, geriatric, pediatric, and athletic care as related to the practice of chiropractic.

- Instruction in proper and ethical billing and coding, including accurate and effective record keeping and documentation of evaluation, treatment and progress of a patient. This is not to include practice building or patient recruitment/retention or business techniques or principles that teach concepts to increase patient visits or patient fees per case.
- Ethics and law: including but not limited to: truth in advertising; professional boundaries; mandatory reporting requirements for child abuse/neglect, elder abuse/neglect; spousal or cohabitant abuse/neglect; sexual boundaries between patient and doctors; review of the specific laws, rules and regulations related to the practice of chiropractic in the State of California.
- Adverse event avoidance, including reduction of potential malpractice issues.
- Pharmacology, including side effects, drug interactions and the pharmacodynamics of various commonly prescribed and over-the-counter drugs; drug reactions and interactions with herbs, vitamins and nutritional supplements; blood and urinalysis testing used in the diagnosis and detection of disease, including use of and interpretation of drug testing strips or kits utilizing urinalysis, saliva, hair and nail clippings.
- A licensee may earn up to a maximum of two (2) hours of continuing education credit in cardiopulmonary resuscitation, basic life support or use of an automated external defibrillator.
- Principles of practice.
- Wellness. (prevention, health maintenance)
- Rehabilitation.
- Public health.

The Board request that continuing education auditors carefully observe and submit a typed report providing detailed comments on the audited course/seminar. The following are key areas to take note of:

- ✓ Disclose to prospective participants the names of the individuals or organizations, if any, who have underwritten or subsidized the course.
- ✓ Providers may not advertise, market, or display materials or items for sale inside the room while the actual instruction is taking place. Nothing in this section shall be interpreted to prohibit a provider from mentioning a specific product or service solely for educational purposes.
- ✓ Each hour of continuing education credit shall be based on at least fifty (50) minutes of participation in an organized learning experience.
- ✓ Providers shall furnish a sign-in sheet that contains the course date(s), each licensee's name, license number, and designated space for each licensee to sign in at the beginning and conclusion of the course each day.

- ✓ The sign-in sheet shall state that a licensee by signing their name on that sheet, is declaring under penalty of perjury, that they personally attended the stated course, on the listed date(s) and they personally attended the listed hours of course work.
- ✓ Instructor's knowledge of the subject matter presented
- ✓ Instructor's communications skills, ability to answer questions and overall level of professionalism.



State of California
Edmund G. Brown Jr., Governor

NOTICE OF AUDIT

January 1, 2013

Innecalm Associates
PO Box 2107
Manhattan Beach, CA 90267-2107

Re: **Manipulation Under Anesthesia**
CA-A-09-05-4606
August 21, 2009, Tracy, CA

Please be advised that the bearer of this Notice of Audit, _____, has been designated to audit the above-referenced seminar/course on behalf of the California Board of Chiropractic Examiners.

Please add _____, to the attendance roster and waive all attendance fees.

If you have any questions regarding this Notice of Audit, please contact the Board's Continuing Education Analyst, at 916-263-5332.

Thank you for your cooperation.

GENIE MITSUHARA
Continuing Education Analyst

STATE SEAL

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(866) 543-1311

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